

Application 2020 | FORMS AND GUIDELINES

How to Apply

1. Select your program(s) on the **Program Selection** list on page 3.
2. Complete and sign the **Program Application** form (pages 2–4) and the **Homestay Application** form (pages 5–7) if applicable.
3. Complete the **Payment Information** form (page 8) to submit the following **non-refundable** fees with your application:
 - Application Fee: \$150 (paid only once, even if you register for more than one program)
 - Deposit: \$350 per program (part of the tuition fee, not an additional cost)
 - UVic Homestay Application Fee (if applicable): \$300

4. Send ALL completed forms to the UVic English Language Centre:

MAIL:

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2 Canada

COURIER:

English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria BC V8P 5C2 Canada

EMAIL: elcreg@uvic.ca

Please note: Application does not guarantee admission.
Apply for programs early, as space is limited.

5. You will receive a Letter of Acceptance by email once we have processed your application (with completed, signed forms and payment information). Please wait for your Letter of Acceptance before making travel plans.

Program Policies *(see full details at: uvic.ca/elc/policies)*

Admission Requirements

To be eligible for admission to an ELC program, you must:

- Be 18 years or older by the start date of your program.
- Have demonstrated your basic knowledge of English, by completing the ELC's online test (uvic.ca/elc/testing).

Application Fee and Tuition Payment

- Application fees and deposits are due upon registration, along with the completed application forms. The ELC cannot process applications without receiving these fees - see page 8 for details.
- The deadline for full payment of tuition and student services fees is 5 weeks before the program start date. A \$100 late payment fee may be charged if tuition fees are paid late.
- Students who have not paid their tuition fees in full by the program start date are not able to attend classes until their fees have been paid in full.

Refunds

- The \$150 program application fee, \$300 homestay application fee and \$350 per program deposit(s) are non-refundable.
- No refund of tuition is possible after the program start date.

Prior to starting your program, if your visa application is denied by the Canadian Embassy, we can refund the \$350 deposit, tuition (if applicable) and the \$300 Homestay fee.

To receive a refund, students must inform the ELC before the program starts and provide Canadian Embassy documentation.

During the ELC program, in the case of extreme illness, students may receive a partial refund if they produce a doctor's note stating they are too ill to continue studying in their ELC program.

There is a \$250 charge for dormitory accommodation cancelled one week prior to the program start date.

Transfers

- If your visa is denied, you may transfer your \$350 program deposit to a future program by paying a non-refundable \$100 transfer fee. You must give the ELC written notification of your cancellation before the program starts, and request the transfer within one month, for a program beginning within one year of cancellation.
- Students are only permitted to transfer to future programs once. If your visa is denied a second time, you will need to submit a new application with another deposit and application fee.
- Students already in Canada cannot transfer fees between programs unless an emergency situation requires them to return home. In these cases, students must provide the ELC with a doctor's note and proof of a return air ticket to their home country. This process is subject to an additional \$100 transfer fee, and approval by the ELC Director.

Personal Information

Family Name _____ First Name _____

Gender: Female Male Country of Citizenship _____Date of Birth: _____
 D D M M Y Y Y Y**Student Address** (for use on your official letter of acceptance)

Address _____

City _____ Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Student Email (Agent email listed in 'Agent' section below) _____

Current Level of EnglishHow would you describe your level of English? Beginner Intermediate High Intermediate AdvancedHave you taken a recognized English proficiency exam before? Yes No

If yes, what was your score? TOEFL _____ IELTS _____ CAEL _____ Section Scores _____

Please Note:

- Students must complete a placement test on the first day of their program to determine their class level for the duration of the program. In the case of a significant discrepancy between students' observed English language skills and their proficiency test results, the ELC reserves the right to require additional evaluation.
- For entry to UAP programs (4 or 12 week), we require an original copy of one of the following:
 - ✓ IELTS 6.0 (minimum of 5.5 in each skill area)
 - ✓ iBT 79 (minimum of 17 in each skill section)
 - ✓ CAEL 60 (no sub-score less than 50)

Medical and Physical Conditions: Special Needs and AccommodationsDo you have any special medical conditions, physical limitations, or mental health concerns that will require you to access special equipment or services at UVic to facilitate your learning and your stay? No Yes *If yes, the ELC will contact you in order to clarify your needs/requirements.***Please note:** Students requiring special equipment, services or diets may be required to cover the associated costs. The University of Victoria does not guarantee the availability of these services.**Agent Information** (if applicable)

Name of Agency _____ Agency Branch _____

Contact Name _____ Contact email _____

Address _____

_____ City _____

Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

University Information (if applicable)Do you attend a university? Yes No If yes, which one? _____

Personal Information

Family Name _____ First Name _____

Program Selection

PROGRAM	PROGRAM DATES	ARRIVAL DATE	DEPARTURE DATE	TUITION AND ACTIVITIES	HOUSING AND MEALS	STUDENT SERVICES FEE
Intensive English Programs (ELPI)						
<input type="checkbox"/> ELPI – January	Jan. 6 – April 1	Jan. 4	April 3	\$4,250	H \$2,850	\$505
<input type="checkbox"/> ELPI – April	April 6 – June 30	April 4	July 3	\$4,250	H \$2,828	\$505
<input type="checkbox"/> ELPI – Summer	June 29 – Sept. 3	June 27	Sept. 4	\$3,550	H \$2,156	\$388
<input type="checkbox"/> ELPI – September	Sept. 8 – Dec. 2	Sept. 6	Dec. 4	\$4,250	H \$2,796	\$505
<input type="checkbox"/> ELPI – Sept. + Project-based Presentations	Sept. 8 – Dec. 11	Sept. 6	Dec. 12	\$4,975	H \$3,074	\$591
<input type="checkbox"/> ELPI – January (2021)	Jan. 4 – March 31	Jan. 2	April 2	\$4,250	H \$2,828	\$505
Monthly English Programs						
<input type="checkbox"/> January	Jan. 6 – 31	Jan. 5	Feb. 1	\$1,750	H \$950	\$223
<input type="checkbox"/> February	Feb. 3 – 28	Feb. 2	Feb. 29	\$1,750	H \$950	\$223
<input type="checkbox"/> March	March 2 – 27	March 1	March 28	\$1,750	H \$950	\$223
<input type="checkbox"/> April	April 6 – May 1	April 5	May 2	\$1,750	H \$950	\$223
<input type="checkbox"/> September	Aug. 31 – Sept. 25	Aug. 30	Sept. 26	\$1,750	H \$950	\$223
<input type="checkbox"/> October	Sept. 28 – Oct. 23	Sept. 27	Oct. 24	\$1,750	H \$950	\$223
<input type="checkbox"/> November	Oct. 26 – Nov. 20	Oct. 25	Nov. 21	\$1,750	H \$950	\$223
<input type="checkbox"/> December	Nov. 23 – Dec. 11	Nov. 22	Dec. 12	\$1,550	H \$800	\$208
<input type="checkbox"/> January 2021	Jan. 4 – 29, 2021	Jan. 3	Jan. 30	\$1,750	H \$950	\$223
<input type="checkbox"/> February 2021	Feb. 1 – 26, 2021	Jan. 31	Feb. 27	\$1,750	H \$950	\$223
<input type="checkbox"/> March 2021	March 1 – 26, 2021	Feb. 28	March 27	\$1,750	H \$950	\$223
Summer Language and Culture / Summer Professional Programs						
<input type="checkbox"/> June (P3)	May 25 – June 26	May 24	June 27	\$2,175	H \$1,046	\$239
<input type="checkbox"/> + English for Professional Communication	May 25 – June 26	May 24	June 27	\$2,750	H \$1,046	\$239
<input type="checkbox"/> July (P4)	July 6 – 31	July 5	Aug. 1	\$1,750	D \$1,755	\$223
<input type="checkbox"/> + Summer Language and Business English	July 6 – 31	July 5	Aug. 1	\$2,325	D \$1,755	\$223
<input type="checkbox"/> July (P5)	July 13 – Aug. 21	July 12	Aug. 22	\$2,650	D \$2,420	\$255
<input type="checkbox"/> + Summer Language and Business English	July 13 – Aug. 21	July 12	Aug. 22	\$3,225	D \$2,420	\$255
<input type="checkbox"/> August (P6)	Aug. 4 – 28	Aug. 3	Aug. 29	\$1,750	D \$1,755	\$223
<input type="checkbox"/> + Summer Language and Business English	Aug. 4 – 28	Aug. 3	Aug. 29	\$2,325	D \$1,755	\$223
<input type="checkbox"/> August (P7)	Aug. 10 – 28	Aug. 9	Aug. 29	\$1,550	D \$1,330	\$208
<input type="checkbox"/> + Summer Language and Business English	Aug. 10 – 28	Aug. 9	Aug. 29	\$2,125	D \$1,330	\$208
Summer Academic						
<input type="checkbox"/> University Admission Preparation	Aug. 4 – 28	Aug. 3	Aug. 29	\$3,200	D \$ 1,755	\$223

Please Note:

- H = Homestay (\$950/month); D = Dormitory
- Fees are in Canadian Dollars (CAD) and subject to change without notice. If there are differences between fees published here and on the ELC website, the website will take precedence.

Additional Program Notes

Personal Information

Family Name _____ First Name _____

Accommodation Selection

- YES – I require Homestay Accommodation and Meals for the program(s) selected above.
 - You must submit a completed Homestay application (pages 5 –7) and a \$300 Homestay application fee.
 - The monthly Homestay fee is payable directly to your host, not the ELC.
- YES – For the July and/or August Summer Language and Culture program selected above I require Dormitory Accommodation and Meals.
 - The Dormitory Accommodation fee must be paid directly to the English Language Centre five weeks before the program begins.
 - You must agree to the terms for living in UVic dormitories, as defined by the Community Living Guide, found here: <http://bit.ly/2G2VmgW>
- NO – I do not require accommodation. I will make my own arrangements.

Program Agreement – by signing/typing their name below, the student agrees to the following terms and conditions:

- ✓ The information provided to the University of Victoria on this form is accurate.
- ✓ They have read and understood the Admission Requirements on page 1 and have completed an online English test as required.
- ✓ They have read and understood the Refund, Transfer, Program Change and Cancellation Policies on page 1.
- ✓ They have read and understood the Community Living Guide, found here: <http://bit.ly/2G2VmgW>
- ✓ They understand that they will not be permitted to attend class until their fees are paid in full.
- ✓ They understand that photography / video is taken during ELC program activities. Images may be used for future ELC / UVic promotional materials (including print, online and social media). If they do not want to be photographed or filmed, they should step out of the frame of the camera.
- ✓ They understand their responsibility to report any physical or mental health conditions that could impact their program participation / learning at the English Language Centre and which may require special services. They may be required to submit a doctor’s certificate to receive special services and may be required to cover their associated costs. The University of Victoria does not guarantee the availability of these services.

Signature of Applicant _____ Date: _____
D D M M Y Y Y Y

For applicants under the age of 19: I am the parent or guardian of the Applicant named above. I acknowledge that the Applicant and I have read, understood and agree to be bound by the program agreement. I understand and agree that as the Applicant is a mature student that the University will deal directly with the Applicant in carrying out this agreement in accordance with its terms.

Signature of Parent/Guardian _____ Date: _____
D D M M Y Y Y Y

How did you find out about us?

- Friend or Family
- Educational Fair / Event: Which one? _____
- Website: Which one? _____
- Social Media: Facebook Instagram YouTube Twitter Other: _____
- Agency
- University or College

Program Changes (by the ELC)

The English Language Centre reserves the right to:

- Make changes in fees, schedules, and programs without notice. Programs may be cancelled due to low enrolment. In this case, the ELC would refund the program fee or transfer the fees to another program. Programs may also be closed to registration prior to stated application deadline due to high volume and/or accommodation availability.
- Establish special regulations for admission to non-degree programs.

Privacy

The relevant law for all matters concerning programs shall be the law of the Province of British Columbia, Canada. The English Language Centre collects personal information on its form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. The information you provide is used for the purposes of admission, registration, and other decisions relating to your program. For details on how the information is used, contact the English Language Centre or read UVic Policy 4400, Access to Student Records: <http://registrar.uvic.ca/home/documents/access.html>.

Please answer all of the questions below to apply for homestay. Incomplete forms will not be processed.

Personal Information

Family Name _____ First Name _____
Gender: Female Male Native Language _____
Country of Citizenship _____ Date of Birth: _____
D D M M Y Y Y Y

Student Email _____
All homestay information is sent to this address. Due to Canadian privacy laws, it is not sent to the agent.

Address _____
City _____ Province/State/Prefecture _____
Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Are you using an educational agent? Yes No If yes, what is the Agency's name _____

Contact name _____ Agent Email _____

Personal Profile (Part 1)

1. Do you smoke? Yes No
2. **In Canada, many host families have pet animals in their homes.**
Do you have allergies to cats? Yes No Do you have allergies to dogs? Yes No
Comments? _____
3. Do you have any allergies **(to drugs, food or plants, for example)?** Yes No
If yes, please describe: _____
4. a) Do you have any physical disabilities or health issues? Yes No
If yes, please describe: _____
b) Do you have any medical conditions, physical limitations, or mental health concerns that will require you to access special equipment or services in your Homestay accommodation? Yes No
If yes, a UVic Homestay Coordinator will contact you to clarify your needs/requirements.
Please note: Students requiring special equipment or services may be required to cover the associated costs. The University of Victoria does not guarantee the availability of these services.
5. a) What are your favourite foods? _____
b) Are there any foods that you do not eat? Yes No **Please note:** Students requiring special diets must cover their own costs for supplements.
If yes, please describe: _____
6. Would you prefer a family with: Children No children No preference
7. How would you describe yourself in 3 words? _____
8. What are your hobbies/interests? _____

Personal Information

Family Name _____ First Name _____

Personal Profile (Part 2)

Please answer the following questions so that we can match you with a host who has similar expectations to yours. For example, some students would like to be very involved with their host family. Other students would like to act more independently.

9. How would you describe your level of English? Beginner Intermediate High Intermediate Advanced

10. How would you describe your ideal host family? _____

11. Is there any other information UVic Homestay should know about you? _____

Program Selection

Please check the program(s) for which you require homestay, and remember:

- Hosts are only available from the arrival date to the departure date of each program.
- You will be placed in homestay for the full duration of your program(s).
- If you apply for programs beginning in September *and* January, we will place you in homestay for the time between these programs.

Intensive English (ELPI)	Arrival	Departure	Homestay Application Deadline
<input type="checkbox"/> Jan. 6–April 11 (ELPI 'A')	Jan. 4	April 3	Nov. 1
<input type="checkbox"/> April 6–June 30 (ELPI 'B')	April 4	July 3	March 1
<input type="checkbox"/> June 29–Sept. 3 (ELPI Summer)	June 27	Sept. 4	May 15
<input type="checkbox"/> Sept. 8–Dec. 2 (ELPI 'C')	Sept. 6	Dec. 4	July 1
<input type="checkbox"/> Sept. 8–Dec. 11 (ELPI 'C'+Projects)	Sept. 6	Dec. 12	July 1
<input type="checkbox"/> Jan. 4–March 31, 2021 (ELPI 'A')	Jan. 2	April 2	Nov. 1

Monthly English

<input type="checkbox"/> Jan. 6–Jan. 31	Jan. 5	Feb. 1	Nov. 1
<input type="checkbox"/> Feb. 3–Feb 28	Feb. 2	Feb. 29	Nov. 15
<input type="checkbox"/> March 2–27	March 1	March 28	Dec. 1
<input type="checkbox"/> April 6–May 1	April 5	May 2	March 1
<input type="checkbox"/> Aug. 31–Sept. 25	Aug. 30	Sept. 26	July 1
<input type="checkbox"/> Sept. 28–Oct. 23	Sept. 27	Oct. 24	Sept. 1
<input type="checkbox"/> Oct. 26–Nov. 20	Oct. 25	Nov. 21	Oct. 1
<input type="checkbox"/> Nov. 23–Dec. 11	Nov. 22	Dec. 12	Nov. 1
<input type="checkbox"/> Jan. 4–Jan. 29, 2021	Jan. 3	Jan. 30	Nov. 1
<input type="checkbox"/> Feb. 1–Feb 26, 2021	Jan. 31	Feb. 27	Nov. 15
<input type="checkbox"/> March 1–26, 2021	Feb 28	March 27	Dec. 1

Summer Language and Culture

May 25–June 26 ('P3') May 24 June 27 April 15

English for Professional Communication

May 25–June 26 (P3 + Prof. Communication) May 24 June 27 April 15

Personal Information

Family Name _____ First Name _____

Homestay Agreement – by signing/typing their name below, the student agrees to the following terms and conditions:

- ✓ They will submit their Homestay application form and non-refundable Homestay application fee by the deadline as outlined above.
- ✓ They will be 18 years of age by the day they begin Homestay. **Applicants under the age of 19 must also have the signature of their parent or guardian. Please Note: In carrying out this agreement, the University will communicate directly with the student, not with the parent or guardian.**
- ✓ They understand that UVic Homestay places students with local hosts of diverse backgrounds, life experiences and world views.
- ✓ They understand that UVic Homestay will select a host based on the information provided on their Homestay application form and that there is no guarantee that all of their personal preferences will be met.
- ✓ They have read, fully understood and agree to abide by the UVic Homestay Student Guidelines: uvic.ca/elc/homestay-student-guidelines
- ✓ The Homestay contract with the host is for the duration of their program.
- ✓ They must be in full-time studies in order to be in the Homestay program.
- ✓ They agree to pay the Homestay fees directly to their host on the first day of arrival in their home, unless otherwise specified.
- ✓ They have a financial obligation to their host for the duration of their placement as per their contract with UVic Homestay.
- ✓ They agree to provide a signed and completed “Two Week Notice” form should they decide to terminate the hosting relationship before the end of their contract.
- ✓ They will pay their host for two weeks from the day the “Two Week Notice” form is signed by themselves and their host.
- ✓ They will have adequate insurance coverage for their belongings and personal liability for the duration of their stay in Canada.
- ✓ They authorize UVic Homestay to release information in this application to their host and educational institution or agent.
- ✓ They understand their responsibility to report any physical or mental health conditions that could impact their program participation / learning at the English Language Centre and which may require special services. They may be required to submit a doctor’s certificate to receive special services and may be required to cover their associated costs. The University of Victoria does not guarantee the availability of these services.
- ✓ They agree to UVic Homestay disclosing personal information, contained in this application, to third-party homestay providers and/or to the transmission of personal information by email stored on servers located or accessed from outside of Canada (such as Gmail or Hotmail). The Freedom of Information and Protection of Privacy Act requires their consent. Their personal information will be collected and used for homestay placement purposes only.

Signature of Applicant _____ Date: _____
D D M M Y Y Y Y

For applicants under the age of 19: I am the parent or guardian of the Applicant named above. I acknowledge that the Applicant and I have read, understood and agree to be bound by the agreement, including the UVic Homestay Student Guidelines. I understand and agree that as the Applicant is a mature student, the University will deal directly with the Applicant in carrying out this agreement in accordance with its terms.

Signature of Parent/Guardian _____ Date: _____
D D M M Y Y Y Y

PLEASE NOTE: The Homestay Office cannot guarantee Homestay for applications received after the stated deadline dates. The University of Victoria reserves the right to require the total Homestay costs for the full academic term from any individual or group before acceptance into UVic Homestay. The Homestay Program adheres to the University of Victoria’s Policy on Human Rights, Equity and Fairness (GV0200).

After You Apply:

- UVic Homestay staff will check your application to make sure that you have included the **Payment Information** form (page 8). We cannot process your Homestay application without the Homestay application fee.
- UVic Homestay staff will use the information you have provided on the application form to match you with a local host, taking into consideration both your needs and those of the Homestay host. Health concerns or issues are prioritized for matches. While our program does its best to match a student’s preferences, we cannot guarantee that these will be met.
- Once matched, our UVic Homestay staff will send you a placement contract, stating the dates of your Homestay contract as well as information about your Homestay host, including their contact information.
- You will receive your Homestay contract within 2-3 weeks of your program start date (or sometimes earlier, depending when you apply). Please contact your Homestay host as soon as you receive your contract, so you can get to know them and share your flight arrival details.
- Your first Homestay payment (\$950) will be due upon arrival in Victoria, paid directly to your Homestay host.

Personal Information Family Name: _____ First Name: _____

These non-refundable fees MUST accompany your application. Applications without fee payment information will not be processed.

- \$150 Application Fee
- \$350 Deposit per program (part of tuition fee, not an additional cost)
- \$300 Homestay Application fee (if you are applying for homestay)
- Optional \$65 courier fee (FedEx)

The balance owing (program fees minus \$350 deposit) plus student services fees must be paid in full at least five weeks before the program start date. If full payment is not received five weeks before the program start date, your registration may be cancelled. Students are not permitted to attend class until their fees are paid in full.

Payment Options (please choose only one)

I wish to pay:

- only the application fee(s), deposit(s) and courier fee (if applicable) now, for a total of \$ _____
- my full fees now, for a total of \$ _____

Pay by:

Credit Card

If you indicate that you would like to pay by credit card on this form, you will receive an email message from the Registration staff with the subject line “(Last name, First name): Payment Authorization, UVic English Language Centre.” This message will direct you to a secure site for secure online payment authorization. Upon payment processing you will receive a receipt to confirm payment along with your Letter of Acceptance.

Email address for secure online authorization: _____

Would you like us to charge the balance owing five weeks before the program start date? Yes No

Bank Wire—Send to:

Royal Bank of Canada Transit #: 08000
1079 Douglas Street Institution #: 003
Victoria, BC V8W 2C5 Account #: 000-009-1
Canada Swift ROYCCAT2

- List University of Victoria as the Beneficiary.
- Write student’s name on the bank wire. Specify the bank wire is for the “English Language Centre.”
- Applications *WILL NOT* be processed until we receive a copy of the bank wire by fax or email.

Other payment instructions: _____

Online Payment via Western Union “GlobalPay for Students”:






If you indicate that you would like to pay by Western Union, you will receive an email message from the Registration staff with online payment instructions and your student number. You will need your student number to make an online payment.

Cheque: Canadian funds, payable to University of Victoria.

For information about refunds, transfers and changes/cancellations, please read the PROGRAM POLICIES section on page 1.

Contact Us

English Language Centre T: 1-250-721-8469
Division of Continuing Studies F: 1-250-721-8774
University of Victoria E: elcreg@uvic.ca
PO Box 1700 STN CSC W: uvic.ca/elc
Victoria BC V8W 2Y2
Canada

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-  /EnglishLanguageUVIC
-  /English Language Centre at UVic